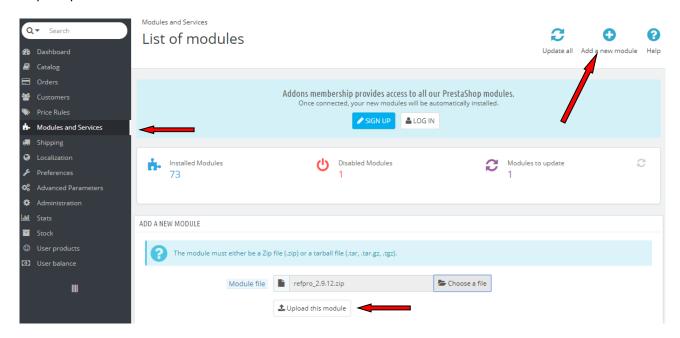


Installation and configuration of the affiliate program module RefPro v.2.x

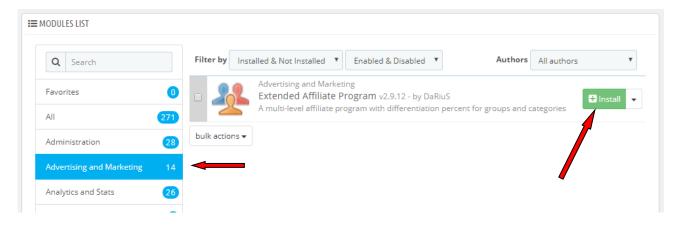
manual

2020

1. In the tab "Modules and Services" select "Add a new module" and upload the archive module refpro.zip:



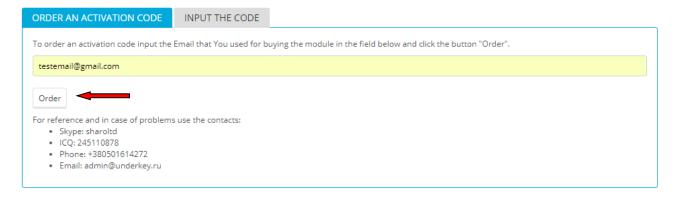
2. This module is set to the "Advertising and Marketing" section, click "Install" button.



3. Make sure the module is successfully installed:



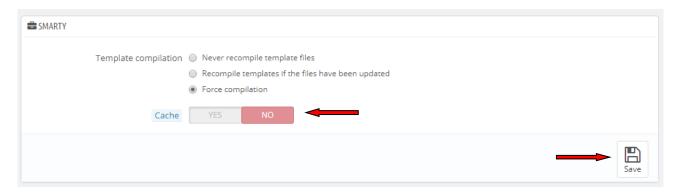
4. Go to "Customers" tab, in the subsection "Affiliate Program". You need to activate the module by entering E-mail that you used for module purchase and click the "Order". This is necessary for your identification. If you will not be answered during a day, you can also contact according to the following contact information.



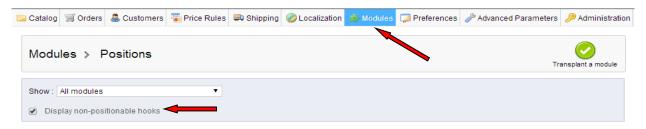
After receiving an activation code, please enter it on the appropriate tab, and then click "Activate".



5. During the module starting recommended to disable cache and enable force compilation of the template in the "Advanced Parameters-Performance" tab. This is to ensure that the module functional is registered in the client accounts. Enable cache again, when you are sure that the module tabs are displayed correctly. Also for normal operation of the store recommended to disable debugging in the file **defines.inc.php**: define('_PS_MODE_DEV_', false);



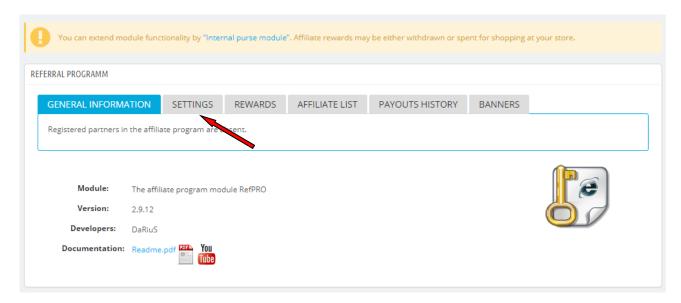
6. If in your shop you are using the Email verification module (ex. Activationbymail), make sure the module RefPro has processing priority. To do this, go to the "Modules-Positions" tab and put a check box "Display non-positionable hooks".



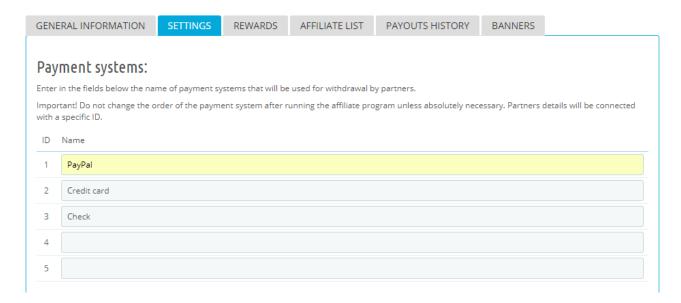
Find the hook "Successful customer account creation" and move the module of the affiliate program higher than the E-mail activation module, if necessary.



7. After installation and activation you can configure the module on the appropriate tab.



Determine what method you will pay a bonus to the partners and enter the names of these methods (up to 5 choices). The partners will be able to enter their payment details for the appropriate method in the personal account. You will see them when processing withdrawal request.

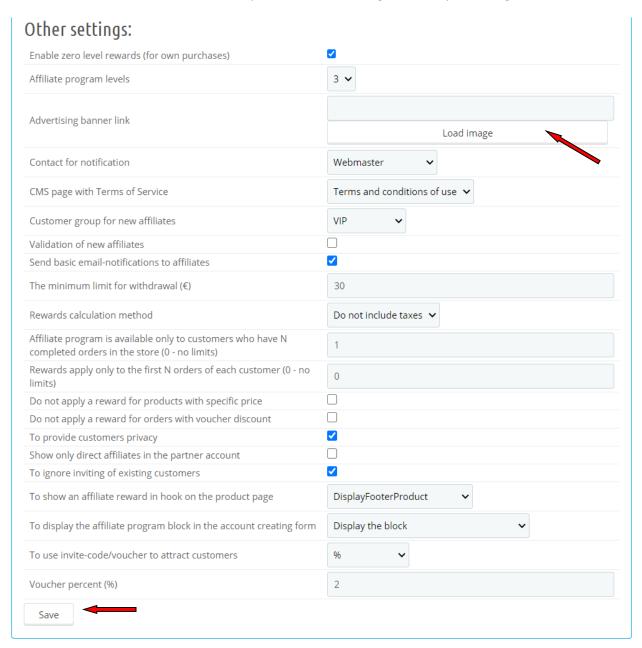


Select the status of an order (one or more) under which partner bonuses are added (payment received, the order is delivered and so on, depending on the specifics of your store) or removed (in case of goods return and refund).

Select the order statuses under which partner bonuses are added or removed.		
Add	Remove bonus	Status name
		Awaiting bank wire payment
		Awaiting Cash On Delivery validation
		Awaiting check payment
		Awaiting PayPal payment
	•	Canceled
		Delivered
		On backorder (not paid)
		On backorder (paid)
✓		Payment accepted
		Payment error
		Processing in progress
	•	Refunded
•		Remote payment accepted
		Shipped

Define levels quantity of an affiliate program - from 1 to 9 levels (+ possibility to enable cashback, the so-called "zero" level - that is, reward for your own purchases). If "Banner link" is left blank, a banner is not displayed in the affiliate section of a customer account. To change the banner to your own one, click the button "Load image". Define a link to be opened when clicking on a banner. Select the store contact, which will be notified when partners order commission withdrawal. You can define a page with affiliate program rules, with which a potential partner must agree when registering at the store or from a customer's account. Page created previously in the section "Preferences - CMS". From the list of customer groups, allowed to participate in the affiliate program, you can select a group other than the default one into which the registered customer will enters, having agreed to participate in the affiliate program. If validation of the new affiliates is enabled, all those who joined to the affiliate program are inactive by default, and the administrator can activate these affiliates on the "Affiliate list" tab after receiving email-notification about registration. Uncheck "Send basic email-notifications to affiliates" if you do not want to send event notifications to emails (account validation status, customer invitation, rewards charging, etc.). Determine the limit for payment - until the balance is less than this amount, a partner cannot order the withdrawal. If taxes are included in your store, determine how to calculate an affiliate bonus - from the net value of goods or the cost with tax. You can open the affiliate program only to customers who have already made paid orders (N orders) in your store. If you set 0 - any customer can join the affiliate program. You can limit the charging of bonus only for the first N-orders of each customer involved by the partner. If you set 0 - then the bonus is calculated without limitation, for any purchase of a customer. It is also possible not to pay bonuses for goods from special offers sections (with discount) or for orders with discount voucher. In order to protect personal data of affiliates you can hide email-addresses and full names of affiliates in sponsor's partner account (enabled on default). Also, a partner may be shown in the partner section only referrals, attracted personally (hide referrals of the 2nd and higher level). The following setting refers to attracting existing customers to the partner structure: if the existing customer uses the partner's invite-code, then he is registered (or not, if you choose to ignore) in the partner downline (if he already had a sponsor, then this sponsor is replaced by the current sponsor). On the product page the partner authorized in the store can see a reward amount (only for the first level, i.e. for a "direct" sale), that he/she receives after selling this product. This option

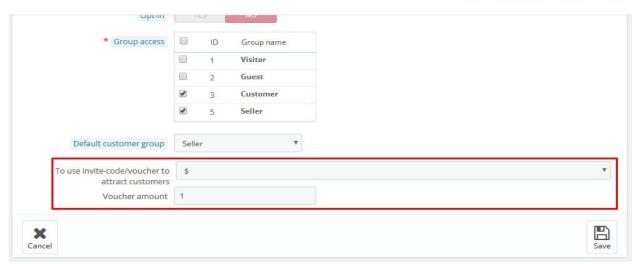
can be disabled or displayed in one of the three hooks to choose from. The next block refers a partner registration in the store. You can select one of three variants: to show the partner block in the registration form – in so doing a customer chooses by him/herself if he/she would like to participate in the affiliate program (by agreeing to participate, the customer can be moved to a specific customer group, see above); not to display the block – a customer becomes a partner automatically without his/her consent; not to display the block – a customer does not register in the affiliate program, he/she can join the program later from his/her personal account (if participation is allowed for his customer group). In addition to using the affiliate link to refer customers, the partner can use the invite-code (voucher), which is automatically generated by the module. A visitor who used this voucher when placing an order gets a discount on his first order in the store and stands into the structure of the sponsor whose voucher he used (for existing customers only if the ignore option is disabled). You can determine the type of the voucher (free shipping, percentage or amount) in the settings. This discount is due to the store owner (and not the sponsor)!!! Do not forget to save your changes.



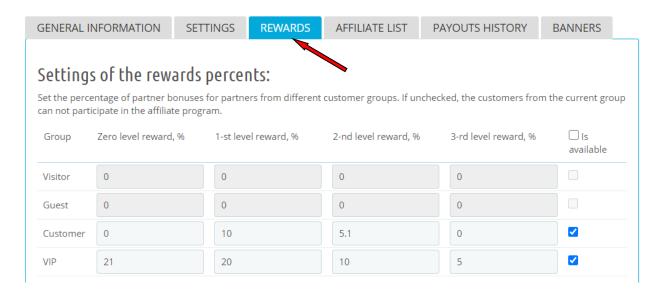
The type of the voucher can also be selected individually for each partner in the customer editing section. This setting takes precedence over the general setting of the voucher in the module settings.

Editing Customer: R. Shalayev

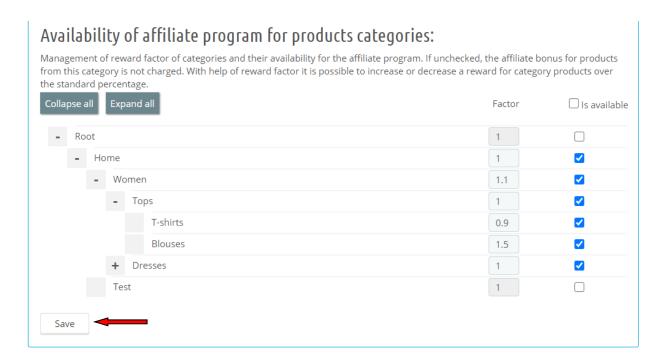




8. The next step is setting of reward amounts for partners. Set the percentage of partner bonuses for the partners from different customer groups (a separation symbol of fractional part is a point). Thus you will be able to distinguish some partners compared with other ones (for example, VIP partners can receive a greater reward from invited + cashback for their own purchases, etc.). If a partner should hit a desired group, set this group as a group by default (section Customers > Edit) for the appropriate customer (partner). As mentioned earlier, it is possible to configure automatic entry into the desired group during registration. You can also determine the availability of affiliate programs for different groups of customers (the affiliate section will invisible for customers from disabled groups) by checking or unchecking.

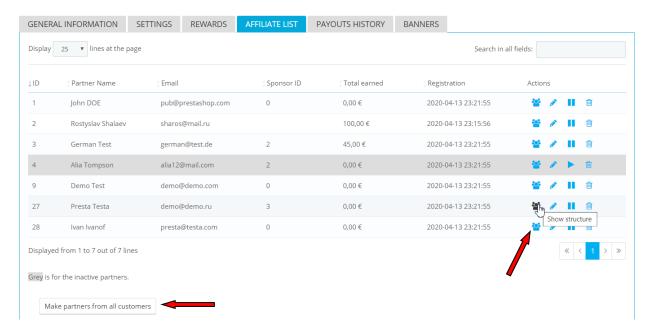


The module enables also to differentiate partner rewards depending on the category of selling products. You can "close" some categories from participation in the affiliate program (uncheck), then when selling products from this category (this category should be "default category" in settings of product) a partner bonus is not charged.



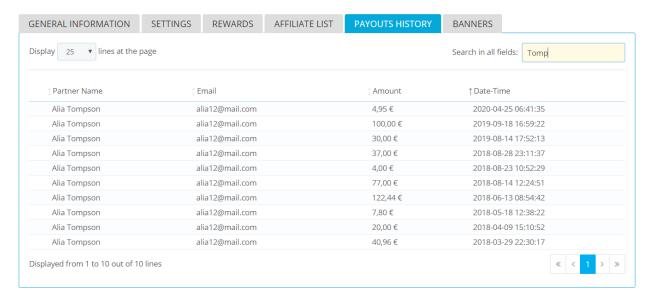
Besides that, changing a reward factor for a category you can increase or decrease a partner bonus when selling products from this category in comparison with a standard commission (fixed for partner groups). On default the factor makes 1, i.e. a standard commission. If you want for example, that the products from the category Dresses are paid with a large commission, the factor increases e.g. to 2. Then, if a standard commission for a customer group makes up for the 1-2-3 level accordingly: 20, 10 and 5%, when selling goods from this category the commission is charged twice as many – 40, 20 and 10%, accordingly. For decreasing a factor should be made less 1, e.g. 0.5 (a separation symbol of fractional part is a point). Then a commission makes up 10, 5 and 2,5% accordingly. The given factors are used for all groups and levels of the affiliate program simultaneously.

9. The "Affiliate list" tab displays the full list of customers participating in the affiliate program (called partners), including the amounts that they have earned and their sponsor ID (if any), with the ability to sort by columns and filter records. You can also activate initially inactive partners here (if the option of validating new affiliates is enabled). You can see the "partner tree" structure under each partner, edit the sponsor ID of each partner (i.e. "link" the affiliate to another sponsor), lock/unlock of partner (the affiliate functionality is disabled for him, such partners are highlighted in gray), or remove the partner from the affiliate program (he can later join the program again). With each action (lock/unlock/delete) this affiliate receives an email-notification.



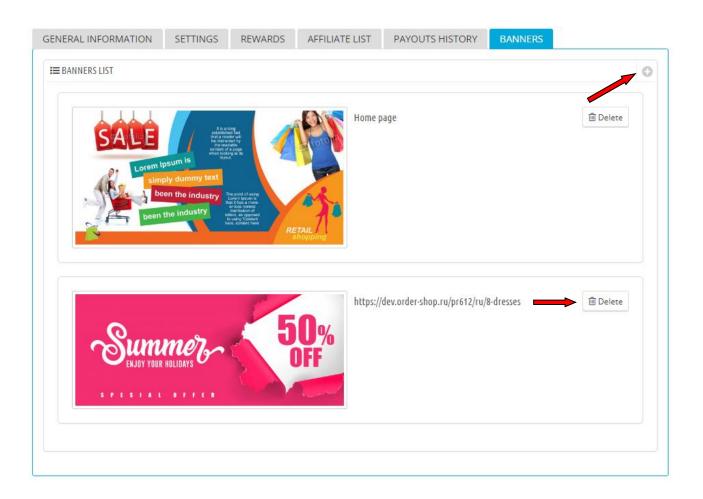
Also it is possible to make all customers by partners compulsory, if they are registered in your shop at the moment. If a customer was registered in the shop before installing of the affiliate program module or did not consent to participate in the affiliate program when registering, pressing this button moves all such customers to the rank of partners. I.e. it is equal to the situation, when a customer in his/her personal account enters the section of the affiliate program and initiates his/her "partnership". Those who already participate in the affiliate program, including interrelation between partners, are not affected by this function.

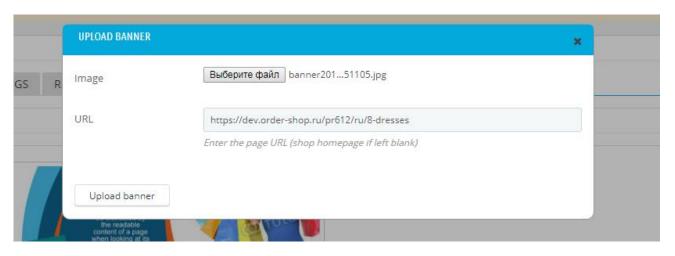
10. On the "Payouts history" tab, the complete statistics of the reward withdrawal from the store: to whom, when and how much is paid, with the ability to sort by columns and filter records.



11. On the "Banners" tab the promotional banners pictures are loaded, with which affiliates can promote the store. Banners will appear at affiliate account, along with individual HTML-code, which can be placed on the affiliate's website.

The banner can be "linked" to any page of the store (URL is entered at uploading). If the URL is left blank, the banner will link to the homepage of the store.





12. When upgrading from older versions (below 2.0.0) to a newer version of the module, if you want to keep the relationship between partners, earned and paid amounts etc., you need to export the following tables from the database: *ps_refpro_bonus*, *ps_refpro_customer*, *ps_refpro_payments*. After that uninstall an old version of the module, remove from the system and install a new version. Replace (import) these three tables in the database. In newer versions it will be enough to replace the module files and go to the PS modules section PS (or upload a new archive directly through the modules section).

IMPORTANT! This module can be interfaced with the module *User internal balance*. The functional module expands this way: earned rewards can not only be withdrawn on request, but also spent on shopping in the store as a regular method of payment. Flexible setting available: possible either to

withdraw or to spend for shopping, or only to withdraw, or only to pay at the store. Expanded statistics (referral reward, referral refund, withdrawal of bonuses, payment for orders) is available for both the affiliate and the administrator. For interfacing you just need to install the user internal balance module. Part of the RefPRO settings is disabled - they are duplicated in the user internal balance settings.

Have nice work!

Versions History:

v.2.9.26:

- module adaptation for PS 1.7.7, minor improvements
- Nederlands translation added

v.2.9.25:

- added zero-level reward (cashback, loyalty program)
- added category tree in the reward factor settings
- added sorting and filtering to the active affiliates list
- minor improvements, fixed the bugs

v.2.9.24:

- added option of event email-notifications for affiliates
- the date of joining the affiliate program is added to the list of affiliates
- added sorting and filtering to the affiliate list and to the payouts history

v.2.9.23:

- added option to ignore the invitation of existing customers
- added email-notification to an affiliate when invited a new customer
- added sending email-notifications to an affiliate during validation locking/unlocking/removing

v.2.9.22:

- added affiliate statistics blocks at the order and customer viewing page in BackOffice
- added selection of the customer group to which the registered partner enters
- minor improvements, fixed the bugs

v.2.9.21:

- added displaying of the "partner tree" structure
- added email-notification to administrator about registering a new partner
- added free shipping voucher as an invite code
- adaptation of the module for PrestaShop 1.7.6

v.2.9.20:

- added ability to hide indirect referrals data in a partner account
- the number of affiliate program levels increased to 9
- added QR code generation for affiliate links
- Romanian translation added

v.2.9.19:

- added the ability to bind advertising banners to any store pages
- added the possibility of validation of new affiliates by administrator
- added the ability "to link" a customer to the sponsor by voucher when creating an order in the BO
- minor improvements, fixed the bugs

v.2.9.18:

- added the ability to selectively lock of affiliates
- added the ability to change partner's sponsor
- added the ability "linking" by voucher the customers already registered in the shop
- when registering for an affiliate link or invite-code, the name of the sponsor is displayed

v.2.9.16:

- the number of affiliate program levels increased to 7
- added the setting of affiliate program availability only for customers with a certain number of completed orders in the store
- added the ability not to charge a bonus for orders which used voucher codes

v.2.9.15:

- added the ability to share the affiliate link in popular social networks
- the sponsor ID field is added to the list of partners in the Back-office

v.2.9.14:

- added interfacing with user internal balance module: affiliate rewards may be withdrawn or spent for shopping at your store

v.2.9.12:

- added full list of affiliates in the Back-office
- added the full statistics of rewards withdrawal in the Back-office

v.2.9.11:

- added a mechanism for attracting customers through an invite-code (voucher)

v.2.9.6:

- adaptation of the module for PrestaShop 1.7

v.2.9.5:

- added interfacing with personal customer account module: affiliate rewards may be spent for shopping at your store

v.2.9.3:

- added the ability to upload banner ads in affiliate accounts
- customizable selection of hook to display the amount of affiliate bonus on the product page
- added the encrypted form of affiliate links
- added the multiple choice of categories-groups

v.2.9.2:

- added the function of customer privacy – possible to hide a full name and email-address in the affiliate list from the sponsor

v.2.9.1:

- the module fully recoding according the last Prestashop coding standards (compability PS 1.5.x-1.6.x)
- redesign of the module

v.2.8.6:

- main affiliate link in personal account is made multilingual
- partner reward on the product page is displayed in the current currency
- added icon near to the link of partner reward
- fixed bugs of multilingual status and groups

v.2.8.5:

- added the functional for selection of CMS-page agreement with the affiliate rules
- added the functional for downloading a banner to the personal affiliate section
- added the button for paging of long lists with payments statistics

v.2.8.3:

- redesign of the module in bright colors
- Latvian translation added
- fixed minor bugs in the 1.6.x store version

v.2.8.2:

- adaptation of the module for PrestaShop 1.6.0.7-1.6.0.9
- fixed a bug when working in shops, that installed in a domain subfolder
- fixed minor bugs in the 1.6.x store version

v.2.8.1:

- adaptation of the module for PrestaShop 1.6
- added check of filling the fields in the newsletter tool

v.2.8.0:

- expanded "multilevel" of the affiliate program up to 5 levels
- added differentiation of partner reward for product categories
- display of a partner bonus amount on the product page
- extended setting of output of the affiliate program block in the registration form
- you can see an email-address in addition to name in the list of active partners

v.2.7.0:

- possible to remove a bonus, for example when returning of purchased goods and refunding
- possible to charge an affiliate bonus only for the first N-purchases of each involved customer
- it can be allowed for some customer groups to participate in the affiliate program and prohibited for other groups
- possible not to charge a bonus when selling goods at discounted prices
- multilingual tab "Affiliate Program" in the "Customer" section

- French translation added
- fixed bug with sending emails in incorrect language
- fixed minor bugs in the 1.5.x store version

v.2.6.2:

- adaptation of the module for PrestaShop 1.5.6
- fixed a bug in writing long names of payment systems in the Back Office
- German translation added

v.2.6.1:

- adaptation of the module for PrestaShop 1.5.5
- fixed a bug when working in shops, that installed in a domain subfolder
- corrected partners statistics in the Back Office
- translations added: italian, portuguese, poland

v.2.6.0:

- adaptation of the module for PrestaShop 1.5.4 and 1.5.4.1
- currency formats are displayed correctly in partner's account
- possible to select the order statuses under which partner bonuses are added
- added ability to allow taxes when calculating partner bonuses
- added the ability to hide banner in the partner section of customer account

v.2.5.0:

- adaptation of the module for PrestaShop 1.3-1.5
- the module is multilingual now and includes RUS, ENG translations
- the possibility to register clients as partners by default
- function of forcible moving of customers to partners in BO added
- the ability to embed the code of geting an affiliate link anywhere in the shop template added

v.2.0.1:

- adaptation of the module for PrestaShop 1.3
- error of commission charges when using coupons fixed

v.2.0.0:

- the control key to the domain implemented (requires activation of the module)
- differentiation of the affiliate interest for different groups of customers
- displaying an affiliate interest in client accounts
- history of payments of earned bonuses in client accounts
- display in the BO of all registered partners
- popover-windows with the affiliate program rules

v.1.1.0:

- multilingualism of the opened page with the affiliate program rules
- tool tips in the section "Settings" of the module

v.1.0.1:

- compatibility with the module E-mail verification - Activationby Mail achieved

